

**CAPE CARANCAHUA PROPERTY OWNERS' ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**April 12, 2017**  
**Minutes**

President Craig Brooks called the meeting to order at 6:04 p.m. Board members Charles Taylor, Marie Weakley and Dick Wilkinson were present.

Mr. Brooks called for nominations for Board positions. Mrs. Weakley moved that each board member continue to service in the capacity to which they had been elected; e.g. President Craig Brooks, Vice President in charge of Administration Marie Weakley, Vice President in charge of Maintenance Richard Wilkinson, Secretary Tom Chandler, and Treasurer Charles Taylor. Mr. Wilkinson seconded the motion which passed unanimously.

Mr. Taylor moved to accept the minutes from the March 12, 2017, Board Meeting as printed. Mrs. Weakley seconded the motion, which was approved unanimously.

**Financial Report**

Mr. Taylor asked for questions about the Profit & Loss Report, Profit & Loss Budget Performance, Capital Summary, Petty Cash Report, and November check register. Mr. Wilkinson asked about an entry for insecticide, saying that he had purchased no insecticide in 2017. Mr. Taylor said he would research the entry.

Mr. Taylor said that the unexpected purchase of a new heating/air conditioning unit for the office would require a transfer of \$9,000 in the budget from payroll to building maintenance. He instructed the office manager to effect the transfer.

**Maintenance Report – Dick Wilkinson**

1. Routine maintenance on equipment
2. Routine mowing of common grounds, edges of roads
3. Replace outside lights at library, overhead door at shop, Pool 2 entrance and pavilion ladies' room
4. Added road patch (asphalt) and process gravel as needed
5. Replaced license plate lights in flower bed at entrance and exit gates
6. Removed walkway solar lights at both piers
7. Burned brush at burn pit
8. Repaired basketball hoop and replaced net, again
9. S.E.C. has ceased replacing light poles for AEP
10. Three rattlesnakes killed this spring

Mr. Brooks said he had noted during a recent controlled burn that the brush pit was almost full and asked about a solution. Mr. Wilkinson said ash could be removed and made available for property owners' use.

**ACC Report – Marie Weakley**

Seven building permit applications were approved in March, with \$300 collected in permit fees.

**Compliance Report – Craig Brooks**

Non-compliance fees continue to be assessed to the accounts of property owners who violate deed restrictions and policies. Some of the violations being addressed include abandoned vehicles, houses in need of repair, unkempt properties, and illegal storage of boats and other items.

**Legal – Craig Brooks**

After discussion, the Board agreed that it was proper to continue to pay attorney's fees for discussion, communication, and research at the behest of property owners when a legal issue was under review for that owner.

## **Correspondence**

1. A property owner requested the American and Texas flags be replaced. Mr. Wilkinson reported that it had been done.
2. A property owner requested to have the street leveled at the entrance to his property. Mr. Wilkinson reported that it had been done.
3. Mr. Taylor said he had received requests from more than one property owner to curtail the entry of 18-wheel trucks inside the Cape. Such vehicles as well as smaller trucks have made regular deliveries to 438 Calumet. Mr. Brooks said he was aware of the issue and would write a letter to the property owner to curtail the practice.
4. Mr. Brooks asked all Board members to physically inspect mowing being done by contract mower Boone and report back their satisfaction or dissatisfaction with the work being done.

## **Old Business**

1. Mr. Brooks reported that clarification was needed for construction gate use procedures. The practice of giving the construction gate code to contractors who wish to gain entry after hours or when the office is closed will stop. Such contractors will need to made arrangements with the property owner for entry at such times. The construction gate code will be given only to the drivers of vehicles weighing more than 10,000 pounds or vehicles pulling loaded trailers or for medical reasons with prior written requests.
2. Mrs. Weakley asked for clarification about the creation of work orders. Mr. Brooks explained that suggestions by property owners did not constitute a work order. Only Board members can issue a work order. If the suggestion has merit, any Board member can complete a blue work order form for the maintenance department. A white copy will be maintained in the office until the completed blue form is returned with maintenance notations of action taken.
3. Mr. Taylor reported that forms requested (including a complete list of assets and the 2016 general ledger) by the Cape's accountant had been forwarded to him.

## **New Business**

1. Mr. Taylor reported that Capital One Bank will close its Port Lavaca branch on June 23, 2017, and he has researched the accounts offered by other local banks. His findings revealed that Cal-Com Credit Union had the most advantageous type of accounts for CCPOA needs. After discussion, the Board agreed that Mr. Taylor should transfer the entire amount in the Equipment Saving Account and a major portion of the CCPOA checking account to Cal-Com as soon as possible. The remainder of the funds will be transferred after all checks written on the Capital One checking account have been paid. Signers on the Cal-Com savings and checking accounts will be Craig Brooks, Charles Taylor, Richard Wilkinson, Marie Weakley, and Tom Chandler.

## **Property Owners Registered to Speak – none**

### **Future meetings**

Pot Luck Dinner – 5:30 p.m. Saturday, May 20, 2017

Board Meeting – May 21, 2017, at 1:00 p.m.

Quarterly Property Owners' Meeting – May 21, 2107, at 2:00 p.m.

### **Executive Session**

Mr. Brooks adjourned the meeting temporarily at 7:20 for discussion about the legal action being taken by the Association against a property owner in the Business Park for deed restriction violations and other issues. He reconvened the regular meeting at 7:49 p.m.

The meeting was adjourned at 7:50 p.m.

Respectfully submitted  
Judy Hollingsworth, Scribe

/s/ Craig Brooks  
Approved  
May 21, 2017